

# **A Bare Bones Reference List For Small and Medium-Sized Public Libraries in Maine**



**Southern Maine Library District  
Portland, Maine. 2<sup>nd</sup> ed, 2008**

## **Introduction**

The first edition of "A Bare Bones Reference Collection" was compiled in 1988 to offer Maine librarians who serve communities with the resources of small or medium-sized libraries a starting point to assess their reference collections for breadth and depth. We are defining a small Maine library as one in a town under 7,500 population. The 1988 document was based on a list distributed by the Vermont Department of Libraries in 1987; material was evaluated according to its timeliness, effectiveness in responding to frequently asked questions, and reasonable cost.

The 2008 edition contains a considerable amount of new material. A major change is the addition of freely available websites. Another change is the addition of children's reference materials. This document is divided into four sections: Basic Tools; Additional Sources; Focus on Maine; and Webliography.

In any public library, large or small, a reference collection helps answer ready reference questions, and is the basis for further research. Designating an item "reference" usually means that it does not circulate. Thus, the reference collection should be relatively small, especially in a small library. Before designating a book "reference," consider how important it is that the book be there when needed. If another reference source is just as effective and efficient for answering questions, perhaps the book in question should circulate.

Reference books should be chosen using the same standards as other nonfiction: accuracy, authoritativeness, appropriateness to the collection and its users, format, lack of bias, point of view, and most of all, currency. In addition, reference books should be easy to use. Thorough indexing and cross-referencing help patrons find information readily.

Several of the materials on this list are available in various editions. Although you may prefer a hardcover edition, paperbacks are often appropriate in the reference collection.

Before selecting the books from this list, we recommend analyzing your own community's needs first. The size of your community and your library's resources will help determine how comprehensive your purchase plan should be. Use information from past reference questions. In addition, try to anticipate future needs.

Current and potential use of your collection should guide your purchases. Keep track of what questions people ask. Is what you have sufficient or do they need more depth? Can you answer them all? To assist in answering questions from school-aged patrons, ask teachers and school librarians about new curriculum topics as well as topics that are covered every year.

Your library may use the information in the Bare Bones list as an aid in your fundraising efforts by documenting useful material that your library should have. Remember that your library is not limited to these materials. Contact neighboring libraries as well as your Area Reference and Resource Center for additional information resources.

This document was prepared by the Southern Maine Library District Reference Study Committee in cooperation with the Maine State Library and the Bangor Public Library. Special thanks are due to typist Elaine Bissonnette.

Cadence Atchinson, University of New England  
Sherry Dolloff, Windham Middle School  
Shirley Helfrich, Southern Maine Library District  
Barbara Keef, Windham Public Library  
Suzanne Thompson, Portland Public Library

Suggestions and comments are welcomed. Please send to [SMLD@portland.lib.me.us](mailto:SMLD@portland.lib.me.us) or mail to Southern Maine Library District, 5 Monument Square, Portland, Maine 04101.

**A BARE BONES REFERENCE LIST  
REFERENCE SOURCES FOR SMALL AND MEDIUM-SIZED LIBRARIES IN MAINE  
2008**

**Basic Tools**

The majority of small public library reference questions can be answered with these tools:

1. **MARVEL! statewide databases** <http://libraries.maine.edu/mainedatabases/> and a color printer for staff use. Thousands of magazines, newspapers, and reference books available anywhere in the State of Maine through the online resources of MARVEL! Maine's Virtual Library, a service of [Maine InfoNet](#). **MasterFILE Premier** has magazine content similar to Reader's Guide to Periodical Literature. These sources are excellent for selection, readers' advisory, and weeding.
2. **ALMANACS:** The current **WORLD ALMANAC AND BOOK OF FACTS** (Newspaper Enterprise Association, Inc., annual, 2008, \$10.39 pap.) to update Information in encyclopedias. Alternate titles: **TIME ALMANAC WITH INFORMATION PLEASE** (2008, \$12.99). For more statistical materials, consider **THE STATISTICAL ABSTRACT OF THE UNITED STATES** (GPO, 2008, \$35.00) <http://www.census.gov/compendia/statab/>
3. **CITIZEN'S GUIDE TO THE 123<sup>RD</sup> MAINE LEGISLATURE 2007 – 2008**, Portland, ME: Maine People's Resource Center, 2007, \$17.50
4. **CONSUMER REPORTS ANNUAL BUYING GUIDE**, published annually in December, serves as an annual compilation of test reports, and is one of the most widely requested public library materials. One guide does not usually update another, so keep the last four years of Buying Guides (2008, \$10.00)
5. **DICTIONARIES:** An all-purpose dictionary, updated every five years. **WEBSTER'S 11<sup>TH</sup> NEW COLLEGIATE DICTIONARY** (Merriam, 2003, \$17.95), is a good all-purpose dictionary for students and general readers, or **THE AMERICAN HERITAGE DICTIONARY OF THE ENGLISH LANGUAGE** (Houghton Mifflin, 2006, \$48.00), up-to-date with good coverage of modern words and interpretations. In addition, a good unabridged dictionary is essential such as **RANDOM HOUSE WEBSTER'S UNABRIDGED DICTIONARY** (2<sup>nd</sup> ed. 2006, \$99.95). **THE NEW INTERNATIONAL WEBSTER'S DICTIONARY OF THE ENGLISH LANGUAGE** (2006, \$79.95). Foreign language dictionaries, particularly French here in Maine, will provide solid back-up. **WEBSTER'S FRENCH-ENGLISH DICTIONARY** (Federal Street Press, 2004, \$3.99)
6. **THE MAINE ATLAS AND GAZETEER** (DeLorme Publishing Company, 2007, \$19.95). An excellent collection of maps covering the entire state of Maine in 70 detailed sections. Included are street maps for selected cities within the state. The gazeteer section has information about airports, campgrounds, museums, beaches, etc.
7. **MAINE REGISTER, STATE YEARBOOK AND LEGISLATIVE MANUAL** (Tower Publishing, annual, 2008, \$95.00). Includes information on Maine: Congressional delegation, courts, foreign consulates, federal agencies, state government, clubs, associations, societies, organizations, media, schools (elementary through college), zip codes, geographical directory and a classified business directory.
8. **MEDICAL GUIDES:** Written for laypeople, **MERCK MANUAL OF MEDICAL INFORMATION, HOME EDITION** (2<sup>nd</sup> ed. 2006, \$24.75) <http://www.merck.com/mmhe/index.html>. **MELLONI'S POCKET MEDICAL DICTIONARY ILLUSTRATED** (2003, \$34.95). **TABER'S CYCLOPEDIA MEDICAL DICTIONARY** (20<sup>th</sup> ed. 2005, \$39.95)
9. **RAND MCNALLY ROAD ATLAS: U.S., CANADA, MEXICO** (Rand McNally, 2008, \$16.95). Maps of the countries and states can be found in encyclopedias and on the Internet.

## **Additional Sources**

Several other materials will expand on the information found in the above tools. Select additional titles as your financial situation and community needs dictate. The following are not listed in order of importance:

1. **101 LAW FORMS FOR PERSONAL USE** Ralph E. Warner and Robin Leonard (Nolo, 6<sup>th</sup> ed. 2007, \$29.99)
2. **ATLASES: ATLAS OF THE WORLD** (Oxford, 14<sup>th</sup> ed. 2007, \$80.00) or **TIMES COMPREHENSIVE ATLAS OF THE WORLD** (11<sup>th</sup> ed. 2005, \$250.00)
3. **BARTLETT'S FAMILIAR QUOTATIONS: A COLLECTION OF PASSAGES, PHRASES, AND PROVERBS TRACED TO THEIR SOURCES IN ANCIENT AND MODERN LITERATURE** (17<sup>th</sup> ed. 2002, \$31.50). If you have an earlier edition, keep it as well since later editions do not include everything from previous editions.
4. **BENET'S READER'S ENCYCLOPEDIA** (Harper & Row, 4<sup>th</sup> ed. 1996, \$50.00; 5<sup>th</sup> ed. Sept. 2008, \$55.00), assists with literary questions.
5. **BLACK'S LAW DICTIONARY** (8<sup>th</sup> ed. 2004, \$67.00).
6. **CHASE'S ANNUAL EVENTS** (2008 with CD, \$64.95) Founded in 1957, this annual compilation contains more than 12,000 special events, holidays, historic anniversaries, etc.
7. **COMPLETE GUIDE TO PRESCRIPTION AND NON-PRESCRIPTION DRUGS 2008** H. Winter Griffith and Stephen Moore (Perigee, 2007, \$19.95) Use [www.medlineplus.gov](http://www.medlineplus.gov) for current information on prescription drugs.
8. **COMPLETE SPEAKER'S AND TOASTMASTER'S LIBRARY** Jacob M. Braude and Glen Van Ekeren (Prentice Hall, 2<sup>nd</sup> ed. 1992, \$69.95)
9. **EMILY POST'S ETIQUETTE** (Harper & Row, 17<sup>th</sup> ed. 2004, \$39.95). <http://www.bartleby.com/95/> [online version is 1922 edition]
10. **ENCYCLOPEDIAS**: A multi-volume encyclopedia, no older than five years. If your library can only afford one set, a popular writing style and intermediate reading level such as **WORLD BOOK ENCYCLOPEDIA** (2007, \$999.00) will be best. If you can afford more than one, stagger replacements and plan to own at least one geared to children and another for adults. (Children: **COMPTON'S**; Adult: **BRITANNICA**). Don't try to save money by substituting with a one volume encyclopedia - too little information.
11. **FOUNDATION GRANTS TO INDIVIDUALS** Phyllis Edelson, ed. (New York: Foundation Center, 2007, \$65.00)
12. **GUINNESS BOOK OF WORLD RECORDS** (Bantam, 2008, \$19.95, paper). This gives superlatives for fun and quick reference. Older editions will circulate, especially to kids. [www.guinnessworldrecords.com/default.aspx](http://www.guinnessworldrecords.com/default.aspx)
13. **HOYLE'S RULES OF GAMES** (3<sup>rd</sup> revised, Signet, 2001, \$7.99)
14. **INTERNET YELLOW PAGES** Mikal E. Belicove and Joe Kraynak (Que, 2007, \$19.95)

15. **KOVELS' ANTIQUES AND COLLECTIBLES PRICE LIST** (Crown, 2008, \$27.95 paper)
16. **LEGAL GUIDE FOR STARTING AND RUNNING A SMALL BUSINESS** Fred S. Steingold (Nolo, 10<sup>th</sup> ed. 2008, \$34.99)
17. **MERRIAM-WEBSTER GEOGRAPHICAL DICTIONARY** (3<sup>rd</sup> ed. 2007, \$34.95)
18. **NAME DICTIONARIES: BABY NAMES AROUND THE WORLD** Bruce Lansky (1999, \$13.00). **DICTIONARY OF FIRST NAMES** Patrick Hanks (Putnam, 2007, \$15.95 paper). Presents names, their variants and their diminutives, with origin, analysis and history.
19. **OCCUPATIONAL OUTLOOK HANDBOOK** (GPO, \$20.00, paper, biennial). This U.S. Bureau of Labor Statistics handbook discusses employment trends and outlook, including nature of work, qualifications, and earning and working conditions for more than 800 occupations. <http://www.bls.gov/oco/>
20. **PETERSON'S FOUR YEAR COLLEGES** (2008, \$32.00). Peterson's regional college guides are nearly all available in paperback in a price range of \$5.00-\$30.00. [www.petersons.com](http://www.petersons.com)
21. **RANDOM HOUSE WEBSTER'S COLLEGE THESAURUS** (2005, \$17.90) will help in identifying synonyms. The dictionary form is easier for the occasional user, but the original format of **ROGET'S INTERNATIONAL THESAURUS** (6th ed., T.Y. Crowell, 2003, \$21.95) is a good additional purchase. <http://www.bartleby.com/thesauri/>
22. **SHAKING THE FAMILY TREE: A BASIC GUIDE TO TRACING YOUR FAMILY'S HISTORY** Ralph J. Crandall (2<sup>nd</sup> ed. NEHGS, 2001). Out of print but Amazon offers copies for \$3.00 and up.
23. **UNITED STATES GOVERNMENT MANUAL** (Office of the Federal Register, Superintendent of Documents, National Archive and Records Administration, \$20.00/year, 2007/2008, \$27.00) [www.gpoaccess.gov/gmanual/index.html](http://www.gpoaccess.gov/gmanual/index.html)
24. **WORLD POETRY: AN ANTHOLOGY OF VERSE FROM ANTIQUITY TO OUR TIME** by Washburn (W.W.Norton, 1998, \$45.00)
25. **WRITERS TOOLS: A writer's manual** such as **A MANUAL FOR WRITERS OF TERM PAPERS, THESES, AND DISSERTATIONS** Kate L. Turabian (5<sup>th</sup> ed. Univ. of Chicago Press, \$20.00, \$7.95 paper). A guide to suitable style in the presentation of formal papers, term papers, reports, articles, etc. **WRITER'S REFERENCE** Diana Hacker (2008, \$58.95) or D. Hacker's **POCKET STYLE MANUAL** (2008, \$32.50). In addition, **PREPARING THE RESEARCH PAPER** L.F. Dangle & A.M. Haussman (Prentice Hall, \$1.00) a small pamphlet listing necessary information for footnotes, bibliographies, and brief information on writing a term paper. **WRITER'S MARKET 2008** (F&W Publishers, 2007, \$29.95)

If circulating copies are always on loan, consider keeping additional copies for reference:

- Peterson Field Guides (for example: **A FIELD GUIDE TO THE BIRDS OF EASTERN AND CENTRAL NORTH AMERICA** Roger Tory Peterson and Virginia Marie Peterson (Houghton Mifflin, 2002, \$30.00)
- **RESUMES THAT KNOCK 'EM DEAD** Martin Yate (7<sup>th</sup> ed. Adams Media, 2006, \$12.95 or 8<sup>th</sup> ed. Oct. 2008, \$12.95)
- **READER'S DIGEST COMPLETE DO-IT-YOURSELF MANUAL** (Revised, 2005, \$35.00)

## **Focus On Maine**

In addition to the Maine sources in “Basic Tools,” these Maine and local resources include both *types* of material as well as *specific titles* that are basic sources for the reference collection.

1. **COMMUNITY CHECKLIST** Your library should include the following: local histories; local newspapers; annual town reports; directory of town/regional officials and services; Chamber of Commerce publications; local government and community publications, studies and reports; local business annual reports; local maps and local telephone books.
2. **DICTIONARY OF MAINE PLACE-NAMES** Philip R. Rutherford (The Bond Wheelwright Company, 1982, Freeport, Maine, \$9.95). A handy source which lists brief statements about the origins of towns, rivers, ponds, islands and hills. Out-of-print, available on Amazon (used and new) approx. \$10.00.
3. **DIRECTORY OF MAINE GRANTMAKERS** (Maine Philanthropy Center, 2007, \$60.00). Profiles of more than 400 grantmakers, Maine corporate foundations, corporate giving programs, and grantmakers located outside Maine with granting history in Maine.
4. **LENGTH AND BREADTH OF MAINE** Stanley B. Atwood (University of Maine Press, 2004). Wealth of information about Maine towns, lakes, rivers, flora, fauna and much more. Out-of-print, available on Amazon (used and new) approx. \$26.00.
5. **MAINE ATTORNEY GENERAL’S CONSUMER LAW GUIDE**, 3<sup>rd</sup> ed. Assistant Attorney General James A. McKenna and the Consumer Protection Division (State of Maine, Office of the Attorney General, 2004, \$19.95)  
[http://www.maine.gov/ag/consumer/consumer\\_law\\_guide.shtml](http://www.maine.gov/ag/consumer/consumer_law_guide.shtml)
6. **MAINE BICENTENNIAL ATLAS** Gerald E. Morris, ed. (Portland: Maine Historical Society, 1976, \$10.00). Historical atlas.
7. **MAINE BUSINESS AND PROFESSIONAL DIRECTORY** (Tower Publishing, annual, 2008, \$125.00). Over 40,000 companies listed.
8. **MAINE FAMILY LAW PAMPHLET: As Amended Through the 123<sup>rd</sup> Legislature**, 2007 First Regular Session (Thomson West, \$69.00)
9. **MAINE MANUFACTURING DIRECTORY** (Tower Publishing, annual, 2008, \$65.00). Company and key executive listings.
10. **MAINE SENATE AND HOUSE REGISTER** (Maine House and Senate, current year, free from your legislator). State Constitution, rules, directory, and memoranda.  
<http://www.maine.gov/portal/government/legislature.html>
11. **STATE MAPS** are available from the Maine Office of Tourism. See also the state website [www.maine.gov](http://www.maine.gov) , a valuable tool for planning trips, events and attractions, state government facts, etc.



## Webliography

The following free web resources include citations from "Best Free Reference Websites," RUSA Quarterly. Every effort has been made to confirm accuracy at time of publication. See also Maine's Virtual Library MARVEL! <http://libraries.maine.edu/mainedatabases/> -- databases that are free for Maine citizens. MARVEL! databases are funded with legislative appropriations as well as funds from the Maine State Library, University of Maine - Fogler Library, the Public Utilities Commission, and MTEAF (Maine Telecommunications Educational Access Fund - commonly know as state Erate).

### Business, Finance & Employment

Directory of companies, industries, and executives [www.hoovers.com/free/](http://www.hoovers.com/free/)

Federal forms including small business forms <http://www.forms.gov/bgfPortal/citizen.portal>

Help wanted for Southern Maine [www.southernmainehelpwanted.com](http://www.southernmainehelpwanted.com)

Job Bank from the Maine Dept. of Labor <http://198.182.162.220/default.asp>

Job database plus searching tips [www.monster.com](http://www.monster.com)

Job listings and employers for Maine [www.jobsinmaine.com](http://www.jobsinmaine.com)

Maine Small Business Development Center [www.mainesbdc.org/](http://www.mainesbdc.org/)

Money management resources [www.fdic.gov/consumers/consumer/news/cnwin0607/index.html](http://www.fdic.gov/consumers/consumer/news/cnwin0607/index.html)

Small business help [www.score.org](http://www.score.org)

Small businesses starts, financing, and expanding [www.sba.gov](http://www.sba.gov)

Stock quotes (current and historical) and public companies trading on stock exchanges  
<http://bigcharts.marketwatch.com/>

### Consumer Information

800 tel. numbers for live business and service customer service reps [www.gethuman.com](http://www.gethuman.com)

Consumer Action Handbook <http://www.consumeraction.gov/index.shtml>

Consumer guides and protections [http://www.usa.gov/Citizen/Topics/Consumer\\_Safety.shtml](http://www.usa.gov/Citizen/Topics/Consumer_Safety.shtml)

Consumer law center (national) <http://www.consumerlaw.org/>

Consumer Price Index <http://www.bls.gov/cpi/home.htm>

Consumer top-rated products in 13 categories [www.consumersearch.com](http://www.consumersearch.com)

Do not call registry (national) <https://www.donotcall.gov/>

How products are made [www.madehow.com](http://www.madehow.com)

How to do just about anything [www.ehow.com](http://www.ehow.com)

Kelley Blue Book (Vehicle pricing/appraisal) <http://www.kbb.com/>

Product recalls [www.recalls.gov](http://www.recalls.gov)

Reviews of hotels, resorts, vacations and related <http://www.tripadvisor.com/>

## Education

65,000 plants and animals of the US and Canada [www.natureserve.org](http://www.natureserve.org)

College information (also links to book sales) [www.petersons.com](http://www.petersons.com)

Country information: Background Notes (U.S. State Dept. information about countries)

<http://www.state.gov/r/pa/ei/bgn/>. CIA World Fact Book

<https://www.cia.gov/library/publications/the-world-factbook/index.html>

Dictionary of units of measurement and conversions <http://www.unc.edu/~rowlett/units/>

Graphing calculator <http://www.coolmath.com/graphit/index.html>

Guide to grammar and writing <http://grammar.ccc.commnet.edu/grammar/>

Help citing research in several styles <http://citationmachine.net>

History Channel <http://history.com>

Math help and tutorials <http://www.sosmath.com/>

Mathematic calculations <http://www.martindalecenter.com/Calculators2.html>

National digital newspapers project <http://www.loc.gov/ndnp/>

Newspapers by state and country <http://www.ipl.org/div/news/>

Presidents of the US [www.ipl.org/div/potus](http://www.ipl.org/div/potus)

Smithsonian Institution [www.si.edu](http://www.si.edu)

Strunk & White's Elements of Style <http://www.bartleby.com/141/>

## Entertainment

Celebrities (living & deceased) from all fields [www.wa-wd.com](http://www.wa-wd.com)

Great books online <http://www.bartleby.com/>

Movie Database [www.imdb.com](http://www.imdb.com)

Musical styles from popular to obscure with reviews, out of print, etc. [www.allmusic.com](http://www.allmusic.com)

Readers' advisory and library catalog <http://www.librarything.com/>

## Genealogy

See the following three sites for comprehensive genealogy research:

- <http://www.familysearch.org> (Church of Jesus Christ of Latter Day Saints)
- <http://www.rootsweb.ancestry.com/>
- <http://www.archives.gov/genealogy/index.html>

Adoption information for genealogists <http://adoptionregistry.com>

Genealogy sites on the internet <http://www.cyndislist.com/>

Port of New York Passenger records search <http://www.ellisland.org/>

Social Security Death Index (1962+) <http://ssdi.genealogy.rootsweb.com/>



## General Reference

600,000+ images from the New York Public Library <http://digitalgallery.nypl.org>

American art plus pricing & artists from around the world <http://www.askart.com>

Art online <http://www.artcyclopedia.com/>

Books & other materials from OCLC member libraries <http://www.worldcat.org/>

Collection development and ILL [www.amazon.com](http://www.amazon.com), [www.worldcat.org](http://www.worldcat.org) and  
[www.barnesandnoble.com](http://www.barnesandnoble.com)

Currency converter <http://www.xe.com/ucc/>

International news from the BBC <http://news.bbc.co.uk>

Librarians' Internet Index <http://www.lii.org>

Library of Congress [www.loc.gov](http://www.loc.gov)

Library of Congress American Memory Project - virtual library & museum

<http://memory.loc.gov/ammem/index.html>

Maine Memory Network - virtual library & museum <http://www.mainememory.net/>

MapQuest <http://www.mapquest.com/>

Maps -- political, physical, weather, natural resources [www.nationalatlas.gov](http://www.nationalatlas.gov)

Merriam-Webster Dictionary online [www.m-w.com](http://www.m-w.com)

National Weather Service [www.nws.noaa.gov](http://www.nws.noaa.gov)

Telephone directories [www.yellowpages.com](http://www.yellowpages.com), [www.switchboard.com](http://www.switchboard.com) or [www.anywho.com](http://www.anywho.com)  
(reverse look-up)

Translates words, phrases, paragraphs from Chinese, Russian, Japanese, Korean, and  
European languages (not always perfectly) <http://babelfish.altavista.com>

Travel information -- U.S. and international [www.tripadvisor.com](http://www.tripadvisor.com)

Yellow Pages, White Pages, maps and directions <http://www.anywho.com/>

Zip Code look-up <http://zip4.usps.com/zip4/welcome.jsp>

## Health & Nutrition

Diet, weight loss, physical fitness [www.smallstep.gov](http://www.smallstep.gov)

Drug information from MedlinePlus (Includes generic and brand name information for drugs,  
supplements and herbal remedies)

<http://www.nlm.nih.gov/medlineplus/druginformation.html>

Evaluating health information on the Internet

<http://www.nlm.nih.gov/medlineplus/evaluatinghealthinformation.html>

Food diary, calorie counter, health and fitness forums <http://www.thedailyplate.com/>

Internet Public Library's health sciences collection

<http://www.ipl.org/div/subject/browse/hea00.00.00/>

## **Health & Nutrition** (continued)

Maine Board of Licensure in Medicine (Includes Docfinder, a Maine directory of physicians and physician assistants) [http://www.docboard.org/me/me\\_home.htm](http://www.docboard.org/me/me_home.htm)

Maine Health Science Libraries and Information Consortium <http://library.umassmed.edu/hslic/>

Mayo Clinic [www.mayoclinic.com](http://www.mayoclinic.com)

Medical Library Association health resources <http://www.mlanet.org/resources/userguide.html>

Merck Home Edition (interactive edition of consumer medical textbook)  
<http://www.merck.com/mmhe/index.html>

National Institute of Mental Health [www.nimh.nih.gov](http://www.nimh.nih.gov)

National Library of Medicine <http://www.nlm.nih.gov/medlineplus/>

Nutrition information [www.nutrition.gov](http://www.nutrition.gov)

Patient resources and physician locator <http://www.mainemed.com/patients/index.php>

Recipes <http://allrecipes.com> or [www.epicurious.com](http://www.epicurious.com)

## **Law & Government**

Government documents page at the Portland Public Library (Links to the city of Portland, the state of Maine, and federal government information)

<http://www.portlandlibrary.com/research/govinfo.htm>

Government Printing Office <http://www.gpoaccess.gov/>

Internet Legal Research Group (legal forms, research, lawyers, etc.) <http://www.ilrg.com>

Kid's portal to the US Government <http://www.kids.gov/>

Legal help <http://www.ptla.org/ptlasite/cliented/cliented.htm>

Maine Law and Legal resources list <http://www.maine.gov/portal/government/law.html>

Maine Statutes <http://janus.state.me.us/legis/statutes>

US Government's official web portal <http://www.usa.gov/>

## **Search Engines**

In addition to Google and Yahoo, consider [www.about.com](http://www.about.com), [www.altavista.com](http://www.altavista.com),  
[www.answers.com](http://www.answers.com), [www.ask.com](http://www.ask.com) and [www.mahalo.com](http://www.mahalo.com)

To compare Search Engines:

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/SearchEngines.html>

## Technology

BareBones 101: A basic tutorial on searching the web

<http://www.sc.edu/beaufort/library/pages/bones/bones.shtml>

Bloggappedia for creating and upgrading blogs <http://www.bloggappedia.com/>

Computer mouse and keyboard tutorial by the City of Mesa (Arizona) Library

<http://www.mesalibrary.org/research/mouse/page01.htm>

Computer mouse tutorial

<http://www.pbclibrary.org/mousing/m99.htm?fname=doug&lname=trask>

Computer tutorials based on pictures <http://inpics.net>

Email verification <http://verify-email.org/>

Email from any computer (Mail2web) <http://mail2web.com/>

Learn the Net in English (also French and Spanish)

<http://www.learnthenet.com/english/index.html>

Open source office products: <http://www.openoffice.org/>

Reviews of tech products and services [http://reviews.cnet.com/?tag=hd\\_ts](http://reviews.cnet.com/?tag=hd_ts)

Tips, tricks and tech help [http://help.cnet.com/?tag=hd\\_ts](http://help.cnet.com/?tag=hd_ts)

Training for Microsoft Office products online

<http://office.microsoft.com/en-us/training/default.aspx>

Tutorials from the University of California at Berkeley

<http://www.lib.berkeley.edu/TeachingLib/Guides/Internet/FindInfo.html>

Tutorials for Microsoft programs <http://mistupid.com/tutorials/>

Typing course <http://www.typing-lessons.org/>

WebJunction Maine <http://me.webjunction.org/do/Home> Global online community for library staff to share ideas, access resources, and enroll in online courses.

### See also these Maine webliographies (Web resources by categories):

- Maine State Library <http://maine.gov/msl/services/reference/web/index.htm>
- Southwest Harbor Library <http://www.swhplibrary.org/>
- Waterboro Public Library <http://www.waterborolibrary.org/>

# Notes